

Draft a letter completing all required fields including:

1. Name
2. Address or email address
3. Phone if you would like to receive calls regarding the processing of your request
4. Brief description of records sought
5. Fee category
6. Expedited treatment
7. Provide perjury statement and signature or notary if seeking records that contain Personal information about yourself
8. Provide a third party release statement if seeking personal records on another person.

Dear Sir or Madam:

The goal of this request is to receive copies of documents, memoranda, emails, and voice messages regarding the G20 Summit in the year 2021. This includes communications and documents both internal to the Department of Homeland Security and with outside individuals, businesses, government and private agencies and organizations. I am particularly interested in site visits that DHS employees and contractors have taken with regards to the G20 summit in 2021.

You are welcome to telephone me regarding this request at 773.209.1187, though I prefer communications via email.

I am willing to pay reasonable fees to receive these materials.

I would like expedited release of these records, and partial release of the most easily accessible ones as soon as they are available, rather than waiting for gathering of the entire trove before releasing the records.

Thank you for your consideration.

Yours sincerely,

Andy Thayer
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